



North Cobb High School

Intro to Business & Technology Semester Core Curriculum 2013-2014 Course Syllabus

Instructor:

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Course

Description:

Introduction to Business & Technology is the foundational course for the Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification. *The pre-requisite for this course is advisor approval.*

Future Business Leaders of America (FBLA) is a co-curricular student organization that plays an integral part in the components of the Business & Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join FBLA \$30 to benefit from the wealth of opportunities the organization has to offer.

COURSE CURRICULUM CONTENT STANDARDS

- IBT-1 Demonstrate employability skills required by business and industry.
- IBT-2 Apply technology as a tool to increase productivity by creating, editing, and publishing industry-appropriate documents.
- IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.
- IBT-4 Analyze and integrate leadership skills and management functions within the business environment.
- IBT-5 Demonstrate understanding of the concept of marketing and its importance to business ownership.

- IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.
- IBT-7 Demonstrate an understanding of entrepreneurship through recognizing a business opportunity, how to start a business based on the recognized opportunity, and basics of how to operate and maintain that business
- IBT-8 Understand, interpret and use accounting principles to make financial decisions.
- IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.
- IBT-10 Research and interpret the various risks involved in operating a business while determining the role of insurance for a business.
- IBT-11 Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices.
- IBT-12 Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

UNITS/TOPICS

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| <ol style="list-style-type: none"> 1. Introduction to Technology 2. Word Processing Applications 3. Effective Communication Skills 4. Intro to the World of Marketing 5. Entrepreneurship & Business Ownership | <ol style="list-style-type: none"> 6. Leadership & Management 7. Accounting 101 8. Money Management 9. Managing Risks 10. Intro to Human Resources |
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INSTRUCTIONAL MATERIALS AND SUPPLIES

Although most assignments and activities will be done on the computer, we will also utilize Introduction to Business Management, Business Weekly Magazine, FBLA Resources and other printed material as seen appropriate. Students are also asked to bring earphones/earbuds.

Grading Scheme: This class will adhere to Cobb County's Grading Policy, which consists of the following grading scale:

A	90 and above
B	80-89
C	74-79
D	70-73
F	Below 70

Evaluation: The final grade in this class will be determined by using the following weights for each category:

Formative Assessments	
Daily Work/Microsoft IT	20%
Quizzes	10%
Total	30%
Summative Assessments	
Projects	35%
Unit Tests	20%
Total	55%
Final Exam	15%
Performance Objective	
Total	15%
Total Course	100%

EXPECTATIONS FOR ACADEMIC SUCCESS

- Complete daily classwork assignments
- Participate in discussions and ask questions
- Participate constructively as a team member
- Problem solve and accept challenges
- Challenge yourself to continuously improve
- Bring all material necessary for class.

This syllabus may be updated as needed throughout the semester.